Human Resource Management-Worker's Compensation-Reporting File Form Injury or Illness 3301 Report Employee Occurs of Injury Employee's Complete SCIF 3301, Supervisor Fill Out SCIF -3067 Employee's Sign off SCIF 3067 Manager Worker's Compensation Claims Management Flow Chart Receive SCIF Set Up Forward Send Copy Return to Work Monthly Quarterly Annual Institution 3301 and SCIF_ File Forms to to Personnel Coordinator Report Report Report Reports 3067 SCIF Transactions Worker's Compensation Payroll Process Flow Chart

Human Resource Management-Worker's Compensation-Reporting

Inputs:

SCIF 3301 SCIF 3067 3290 authorized benefits SCIF billings

Outputs:

SCIF 3301
SCIF 3067 (to supervisor)
Report institution
Recommendation (to hiring authority)
Return to work monthly, quarterly, annually
Log 300 reports
Ei – monthly report
Monthly settlements

Constraints:

Labor code
MOUS
Workers comp manual
Appeals board
CalOSHA
Early intervention
Legislature
Master agreement (SCIF)
Legislative mandates
ADA/Reasonable accommodation

Storage Requirements:

Forever

Report Requirements:

Reports monthly, quarterly, annually

Potential Policy Issues

General Requirements

Systems:

SCIF

SCO

MBP

CalSTARS

Comp watch